


**PURCHASE ORDER**  
Municipal Government of Santa Fe, Romblon  
LGU

Supplier : <b>S.I.G.E. TRADING</b> Address : <b>Guinbirayan, Santa Fe, Romblon</b>			P.O. No. : <b>2023-06-0073 (Lot 1)</b> Date : <b>June 6, 2023</b> Mode of Procurement : <b>Public Bidding</b> PR No./s : <b>2023-03-0083/March 29, 2023</b>		
TIN : _____					
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Poblacion, Santa Fe, Romblon</b>			Delivery Term : <b>Municipal Hall</b>		
Date of Delivery : <b>Within 30 Working Days Upon the Receipt of NTP</b>			Payment Term : <b>Check</b>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2023-1064-1032	cart	TONER CARTRIDGE (MP 2014 HS) for RICOH copier, black, 390g (genuine)	1	4,650.00	4,650.00
2023-1065-1032	bottle	BROTHER INK for DCP-T710W, BT-D60, black	3	550.00	1,650.00
2023-1066-1032	bottle	BROTHER INK for DCP-T710W, BT5000, yellow	1	550.00	550.00
2023-1067-1032	bottle	BROTHER INK for DCP-T710W, BT5000, cyan	1	550.00	550.00
2023-1068-1032	bottle	BROTHER INK for DCP-T710W, BT5000, magenta	1	550.00	550.00
2023-1069-1032	bottle	EPSON INK #664, 100ml, black	2	360.00	720.00
2023-1070-1032	bottle	EPSON INK #664, 100ml, cyan	1	380.00	380.00
2023-1071-1032	bottle	EPSON INK #664, 100ml, magenta	1	380.00	380.00
2023-1072-1032	bottle	EPSON INK #664, 100ml, yellow	1	380.00	380.00
2023-1073-1032	reams	BOND PAPER, A4, subs.20, 70gsm	21	245.00	5,145.00
2023-1074-1032	reams	BOND PAPER, long, subs.20, 70gsm	20	250.00	5,000.00
<b>(Total Amount in Words): NINETEEN THOUSAND NINE HUNDRED FIFTY FIVE PESOS</b>					<b>19,955.00</b>
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.					
Conforme:			Very truly yours,		
<b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier			 <b>ELSIE D. VISCA</b> Signature over Printed Name of Authorized Official		
_____ Date			_____ Municipal Mayor Designation		
(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)					
Approved per Sanggunian Resolution No.: _____					
Certified Correct:					
N/A Secretary to the Sanggunian			_____ Date		